

AmeriCorps VISTA Sponsor Convening FAQs

July 29-31, 2019

Updated on 5/9/19

1. Purpose of Document

This document provides answers to frequently asked questions about the 2019 VISTA Sponsor Convening. This information is relevant for CNCS staff and VISTA sponsoring organizations.

2. What is the purpose of the Convening?

The Convening will provide an important and timely opportunity for CNCS to engage critical community partners and improve the management of VISTA projects and members.

3. What are the objectives for the Convening?

Training objectives include:

- Attendees understand the basics of VISTA project and member management requirements and resources available from VISTA
- Attendees immediately apply the training content to their VISTA projects and share the training information widely in their organizations after the Convening
- Attendees connect with CNCS and other VISTA project staff to share best practices and identify opportunities to collaborate
- Attendees provide feedback to CNCS on critical organizational changes and resources

4. When and where will the Convening occur?

The Sponsor Convening will be held at the Hilton, 6001 Destination Parkway, Orlando, FL, on July 29-31, 2019.

5. What is the registration deadline? How do sponsors register?

The registration deadline is 11:00 pm Eastern on Monday, June 3, 2019. Attendees should register at <https://vistasponsorconvening.eventbrite.com/>. The password is VISTA2019, if required.

6. Who from the sponsoring organizations should attend?

The Convening will accommodate up to 700 total attendees from VISTA sponsoring organizations. Ideally, we hope to have most sponsoring organizations represented. If space is available, CNCS will provide travel and lodging for one or more additional sponsor staff. Notification of available space will be provided in late May/early June as we monitor the registration requests submitted.

7. How should Sponsors decide who to send to the Convening?

Ideally, attendees at the Sponsor Convening will be staff who have direct responsibility for managing the VISTA project and/or VISTA members since most of the agenda will focus on direct and hands-on project and member management issues. New staff at sponsoring organizations will especially benefit from the training content.

8. Is there a limit on the number of staff who can attend from each sponsoring organization?

There is space available at the Sponsor Convening to accommodate one staff member from most VISTA sponsors. In the event not all sponsors can attend, VISTA may open space and provide approved travel and lodging for more than one staff member.

9. Can Sponsors send additional staff (beyond the CNCS limit) at their own cost?

This will be considered at the end of May/early June as we monitor the registration requests. There is no additional space to expand the event beyond 700 sponsor staff.

10. My VISTA project is closing at the end of the year; should I attend the Convening?

Yes, all current VISTA sponsors are invited to send a staff member to the Convening.

11. What is the cost to attend?

There is no registration cost to attend the Convening; however, sponsor staff will be responsible for paying for local travel, incidental expenses, and some meals.

12. What costs will CNCS cover for the Sponsor Convening?

CNCS will collect logistical information in the Convening registration form and work with attendees to reserve appropriate transportation (e.g., airline reservations, bus tickets, train tickets). CNCS will also reserve a hotel room at the Orlando Hilton for each approved attendee.

13. How will travel arrangements be made by CNCS?

CNCS works with a logical contractor, called AFYA, Inc., to plan, secure, and manage CNCS-approved and covered travel. Each sponsor attendee will receive information about their travel needs and potential schedules for them. NOTE: Sponsor staff must not book their own travel and lodging; CNCS will not reimburse self-scheduled travel or lodging.

14. For More Information:

If you have additional questions or require more information, please contact the VISTA Training Unit at VISTATraining@cns.gov. Please use "Sponsor Convening" in the subject line of your email message.

15. Should VISTA leaders or members attend the Sponsor Convening?

No, the Sponsor Convening is designed for staff at VISTA sponsor organizations. The training content will not be appropriate for AmeriCorps VISTA leaders or members.